Title	ASQ Section 0511 JAN 2026 Section Leadership Committee Meeting Agenda				
Meeting Date (Monthly, 2nd Wed.)	14 January 2026	**Time**		**RU value**	0.1
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 14 JAN 2026	**Minutes Taken by**	
Webex Host ("Northern Virginia 0511")		**Facilitator**	

1. Attendance

1.1 **Positions in BOLD:** positions required for Section standing by ASQ Section Requirements.

1.2 "Attended?" column: W: Webex; P: In-Person; N: No.

1.3 Elected Officers (two present required for quorum):

Position	Email	Name	Attended?
Chair	Chair26@asq0511.org	Guoling Chen	
Clair Elect	ChairElect26@asq0511.org	Larry Hunt	N
Past Chair	PastChair26@asq0511.org	Jeff Parnes	
Secretary	Secretary26@asq0511.org	Jeff Cadel	
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	
Secretary Elect	TBD	[Vacant]	NA
Treasurer Elect	TBD	[Vacant]	NA

1.4 Appointed Officers (an additional 25 percent [three] present required for quorum, cannot be counted twice):

Position	Email	Name	Attended?
Arrangements - Ranger Outing Chair	Arrangements26@asq0511.org	Edwin Videla	
Compliance Chair	Compliance26@asq0511.org	Jo Collins	
Vice Secretary	ViceSecretary26@asq0511.org		
Database Administrator	DBA26@asq0511.org	Cyndi Reichardt	N
Education Chair	Education26@asq0511.org	Muzaffar Zaffar	
Recertification Chair	Recertification26@asq0511.org		
Electronic Media Chair	EMedia25@asq0511.org	Jeff Parnes	
Webmaster	Webmaster26@asq0511.org		
Videography Chair	Cideography26@0511.org		
Vice Treasurer	ViceTreasurer26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	
Finance Chair	Finance26@asq0511.org		
Welcome Committee	N/A		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	
Programs Chair	Programs26@asq0511.org	Ken Rapuano	
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	
Welcome Chair	Welcome26@asq0511.org	Sara McAlpine	may be late)
Audit Chair	Audit26@asq0511.org	[Vacant]	NA
Historian	Historian26@asq0511.org	[Vacant]	NA
Placements Chair	Placements26@asq0511.org	[Vacant]	NA
Voice of the Customer Chair	VOC26@asq0511.org	[Vacant]	NA

1.5 Guest

Position	Email	Name	Attended?

1.6 Quorum call (both requirements should be met to proceed)

Officer Type	Total	Number Attended	Requirement for Quorum	Quorum was Met? (Yes/No)	Next step (Proceed or Reschedule Meeting)
Elected	5		>=2		
Appointed	11		>=25% (3)		

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2. Approval of the Previous Month's SLC Meeting Minutes

Title	ASQ 0511 December 2025 Section Leadership Committee Meeting Minutes		
Meeting Date	10 DEC 2025	Minutes Taken by	Jo Collins
Initial Draft Date	11 JAN 2026	Feedback from	Guoling (1/12); Maria (1/13)	Most Recent Draft Date	
Minutes Approved? (Yes / No, explain)			
Action Item (choose one)	If Approved: secretary__/vice secretary___ to upload it to SharePoint/ myASQ under SLC community _____ by date _____ If NOT approved: Secretary__/vice secretary___ to resolve any issues with relevant stakeholders and provide an updated draft to SLC by date _____, to be approved in the next SLC meeting.		

3. SLC Positions and Vacancies Review

3.1 Positions: The positions and contact roster from Jeff P's 12/8/2025 email were confirmed by all SLC members. Clarified Jo is Vice Secretary, not Secretary Elect. (Jo also is Compliance Chair)

3.2 Vacancies: Secretary Elect, Treasurer Elect, Audit, Historian, Placements and Voice of Customer.

4. Officer and Committee Reports

4.1 Chair (Guoling Chen):

4.1.1 Information from Components Relations or HQ to share with the SLC:

4.1.1.1 Thank you notes and other section's status from Region Director 12/18/2025:

Baierl, Mary <mbaierl@asq.org>   Dec 22, 2025, 3:35 PM   ⭐ ☺ ↩
to me ▾

Hello South Atlantic Region Member Leaders,

You are invited to attend the event below. Please share this announcement with your leadership teams and with your membership to encourage them to join!

What: Presentation and Discussion on the ASQ State of the Society
Who: David Levy, 2026 ASQ Chair & Sid Bhatnagar, ASQ CEO
When: Saturday, Jan 24, 2026 · 11 AM–12 PM ET
Where: Golden Corral Buffet & Grill, 8032 International Dr, Orlando, FL 32819

REGISTRATION (Required): MemberPlanet Registration

ALL ASQ members are encouraged to attend

This presentation provides a clear and comprehensive update on the direction of the Society, the strategic priorities for the coming years, and the initiatives that will enable ASQ to deliver greater value to our members, our industries, and the next generation of quality professionals.

During this session, both David Levy, 2026 ASQ Chair, and Sid Bhatnagar, ASQ CEO, will review:

- Our current organizational landscape and the progress we have made over the past year
- Key challenges and opportunities facing ASQ and the broader quality profession
- Strategic focus areas for 2026 and beyond
- How sections, divisions, and communities within the South Atlantic Region can align, contribute, and benefit from these initiatives
- Opportunities for enhanced collaboration, communication, and member engagement

and I am honored to work alongside such a passionate and committed group.

4.1.1.2 Invitation from Component Relations Manager 12/22/2025:

Guoling forwarded this invitation to all SLC members on 1/14/26. **Action Item:** Forward this to all ASQ 0511 active members?

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4.1.2 Guoling asked Component Relations which SLC members should have access to what platforms. Initial response received. See below.

Guoling has tested log-in of her Office 365 account and Billhighway.

> All Section Member Leaders are given access to the myASQ Leadership Community for their Section. Member leaders can also be added as Community Admin for their Section's myASQ Community, any Community Admin can add an admin or Component Relations can add some one.
>
> Chair and Membership Chair are given an Office365 account. Chair and Treasurer have access to Billhighway and Memberplanent. If other leaders need accounts, please reach out to Component Relations, so we can set those up. Sections can Qualtrics and Webex accounts; connect with Component Relations for access to those.

Action Items:

(1) Membership Chair (Leslie) please also confirm 365 log-in. Get trainings if needed.

(2) Chair (Guoling) to confirm access to Memberplanet and get training. Get training on Billhighway.

(3) Treasurer (Muzaffar) to confirm access to Billhighway and Memberplanet. and get training if needed.

(4) SLC to discuss who else needs what access to what platforms, so we can request from Component Relations and/or set up ourselves.

4.1.3 SLC responsibility clarification and alignment (**Action Items for all**; on-going project):

4.1.3.1 All SLC members: Please review your Position Guide from myASQ to review your roles and responsibilities, AND confirm that you have access to needed platforms to perform your duties, or request them.

4.1.3.2 If the "Guide" does not reflect your current responsibilities, please provide your comments; or if a "guide" for your position does not exist yet, draft one based on your current responsibilities or assignments.

4.1.3.3 Send such comments/position guide drafts to Chair, Chair Elect, Past Chair to review.

4.2 Chair Elect (Larry Hunt): N/A. Unable to join this meeting.

4.3 Treasurer (Muzaffar Zaffar):

4.3.1 Allocation from HQ: None until further notice.

4.3.2 BillHighway Balance Sheet (as of 01/12/2026 downloaded by Guoling. Muzaffar access TBD)

billhighway™

Balance Sheet

Group: Northern Virginia Section   Fiscal Year: Calendar Year 2026   Month: January

YOUR PRIOR FISCAL YEAR IS NOT YET CLOSED. The Beginning Balance column is a projection based on current balances from the prior year. The Projected Beginning Balance may fluctuate until the previous fiscal year is closed.

Category #	Category Description	PROJECTED Beginning Balance	Year-To-Date	Ending Balance
Assets				
1010	Cash - Operating Fund	$4,328.43	-$169.65	$4,158.78
1040	Prepaid Card Funds	$200.00	$0.00	$200.00
1070	ASQ Fixed Income Fund	$9,178.76	$0.00	$9,178.76
Assets		**$13,707.19**	**-$169.65**	**$13,537.54**
Fund Balance				
3000	Fund Balance	$13,707.19	$0.00	$13,707.19
Fund Balance		**$13,707.19**	**$0.00**	**$13,707.19**
	YTD Income	$0.00	-$169.65	-$169.65
Total Liabilities and Owners Equity		**$13,707.19**	**-$169.65**	**$13,537.54**

1 Of 1   1/12/2026 4:17:31 PM

4.3.3 NOTE: ASQ Investment/Withdrawal transactions is processed once per quarter. Forms must be completed (Adobe Signed) by:

4.3.3.1 Q1 – March 15th for processing the last week of March/first week of April.

4.3.3.2 Q2 – June 15th for processing the last week of June/first week of July.

4.3.3.3 Q3 – September 15th for processing the last week of September/first week of October.

4.3.3.4 Q4 – December 15th for processing the first week of January.

4.4 Arrangements (Edwin Videla):

Visit Logistics

- Place   Port City Brewing Company
- Date   Saturday 02/21/2026 Meet at 10:45, tour starts 11:00am
- Schedule
    – 10:45-11:00 Arrival
    – 11:00-12:15 Tour (0.15 RU)
    – 12:15-12:45 Time to drive to Restaurant
    – 12:45-1:45 Networking Lunch (0.10 RU)
- Optional Preparatory Review: Yes (TBD RU)
- Pricing   ASQ Ticket $25
- Number of available spots   25 people
- Lunch/Networking Venue   La Casa Restaurant

4.5 Audit: N/A. Position Vacant.

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4.6 Compliance (Jo Collins): Jo has some thoughts to discuss/implement. **[Action Item]** Jo to schedule a focus group meeting with Guoling and _____.

4.7 Database (Cyndi Reichardt): [Not present; sent report prior].

    4.7.1 ASQ 0511 RU Matrix Excel (20260110 version) sent to Guoling on 1/10/2026. "2025" tab finalized the event date, title and RU value columns. "2026" tab created. Guoling reviewed and provided correction feedbacks to the "2026" tab to Cyndi. (Screenshare this Excel in meeting)

    4.7.2 Guoling asked Cyndi whether all attendees are confirmed or if there were uncertainties, pending Cyndi response (as of 1/12/26 5pm). **[Action Item]** Guoling? SLC volunteer who has access to Webex? to follow up with Cyndi to ensure she has resolved all questions regarding attendees for 2025 RU events by date _____.

4.8 Education, Recertification (Muzaffar Zaffar): __

4.9 Electronic Media, Videography (Jeff Parnes):

    4.9.1 From Jeff P: Held off buying additional video equipment (camera/tripod) which may not be needed if the section is not planning to hold hybrid meetings - as discussed/ agreed upon in November 2025's SLC Meeting.

4.10 Finance (Leslie Braun): __

4.11 Historian: NA. Position Vacant.

4.12 Membership (Leslie Braun):

    4.12.1 See JAN 2026 data below.

Member Status	Count	MemberType	Member status count	
Continuous	212	Professional	141	
		Senior	61	In January 2026 gained 4 professionals and lost 1 senior = total +3. Total members % increase since 12/25 = 1.0
		Student	10	
Proforma	53	Professional	42	**Since October 2025:** gained 1 student memberships and lost 9 professional and one senior memberships.= -9 total. Total members % decline since 10/25 = 3.11%
		Senior	11	
		Student	0	**Since January 2025:** gained 3 student memberships and lost 22 professional and 17 senior memberships. = -36 total. Total members % decline since 1/25 = 11.39%
Renew	7	Professional	5	
		Senior	1	**Since January 2024:** gained 5 student memberships and lost 46 professional and 24 senior memberships. = -65 total. Total members % decline since 1/24= 18.84%
		Student	1	
New	8	Professional	8	
		Senior	0	
		Student	0	
Total Members January 2026	**280**			

    4.12.2 More historical data: screenshare Excel "ASQ 0511 April 2023 thru January 2026_Membership_from Leslie20260108" during the meeting

    4.12.3 Email forwarded from Mike (1/6/26) that a new member was having difficulty to join our section in myASQ (section marked as "private"): Barbara replied to her; Leslie asked ASQ National (pending response as of 1/12/26). New status updates: _____

4.13 Nominations (Barbara McCullough): __.

4.14 Placements: N/A. Position Vacant.

4.15 Process Improvement (Maria Habib):

    4.15.1 PI project updates:

        4.15.1.1 RU RU SOP (Cyndi draft 12/5/25) still in review by Guoling and Maria.

        4.15.1.2 RO Process: SLC Focused Group (Guoling, Vladimir, Maria, Edwin) meeting held on 1/7/2026 6:30-7:10pm to review the RO Tracker Spreadsheet, and Aligned on Activities, Edwin is comfortable to use this tracker and update as a working

document. The RO SOP draft is pending Guoling and Maria to review along with Edwin. Vladimir indicated he will be busy until at least May with very limited availability to help with this project, so we will consult him only when necessary.

4.15.1.3 SLC Meeting Agenda/Minutes initiative last year had some setbacks as some folks were not available to attend meetings. Recommend to revisit this initiative after this Jan meeting (into Feb) to clarify and align on expectations and timelines.

4.15.1.4 [Added by Guoling] Webex Meeting Invite and Post-Meeting Email: Which SLC members have access to our Webex account? Who can volunteer to work on this project with Guoling? **[Action Item]**

4.15.2 Action Items Log discussed in December 2025 SLC meeting. Action items log to be added to SLC Meeting Agenda/Minutes – done (pilot in today's meeting)

4.15.3 Quality Progress Monthly Report to be discussed in today (1/14)'s member meeting (review of Dec 2025 issue).

4.15.4 Maria to also inquire about WCQI 2026 stipend and will also discuss with her company on attending WCQI 2026. **[Action Item]**

4.16 Programs (Ken Rapuano): Program Schedules from Ken 1/13/26

Upcoming Programs

Schedule of the upcoming programs in 2026
- January – Path to Quality: Vladimir, Barbara, and Ken (moderators)
- February – Ranger Outing (Port City Brewery)
- March – "What Does Trust Have to do with Leadership?" Susan Schall
- April – Open
- May – Ranger Outing (Green Spring Garden, reschedule from 10/25)
- June – Quality Compliance in Biotech/Pharmaceutical, Jo Collins
- July – Ranger Outing (Indoor, TBD)
- August – Open
- September/October – Ranger Outing (Outdoor, TBD)/Potential Program on Updates to ISO 9001
- November – "Ranger Outings, A Year in Review"
- December – TBD, Chair's Report or Path to Quality

4.17 Strategy (Vladimir Nesterovich): __

4.18 Voice of the Customer: N/A. Position Vacant.

4.19 Webmaster (Jeff Parnes): (updates entered by Guoling) Asq0511 email alias test:

4.19.1 2026 "asq0511.org" email alias set up complete by Jeff P. Guoling sent a test email to "board26", all replied "yes, received" except 1 indicated "No", Jeff is working to resolve.

4.19.2 Guoling sent test email (then sent to personal email to confirm) to Strategy26 (no response) and Arrangements26 (Edwin said did not receive). Guoling did not send to other position26 emails. Guoling asked Jeff how "board26" was set up to confirm the necessity to test each.

4.19.3 Jeff uploaded to the Google drive a text file with all aliases and the assigned emails to which they point. File name: 2026Aliases.txt. (Screenshare in meeting)

4.19.4 Guoling briefly viewed and partially commented on this file.

4.19.4.1 Individually testing each position26 email is necessary.

    4.19.4.2 This document needs to be QCed (e.g. "Strategy26" was missing) and streamlined (remove unnecessary alias to reduce management burden) and validated by a 2nd person. [**Action Item**] Volunteer?

  4.20 Welcome (Sara McAlpine): [May join late. Sent report prior]

Sara sent a "welcome" email to 7 new members, was lacking email address for one new member, who joined in December 2025. [**Action Item**] Sara to obtain the email address from Leslie? And welcome this new member.

5. Roundtable/Misc. :

  5.1

6. Action Items New and Old (by Secretary/Vice Secretary):

*Inform SLC member after the meeting if they were not present.

Action Item ID (Ayymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
A2601-01						
A2601-02						
A2601-03						
A2601-04						
A2601-05						
A2601-06						

Attachments: Inserted above.